

**MAYOR**  
MARK F. KNIGGE

**ADMINISTRATOR**  
DAVID GEARY



101 NORTH MAIN STREET  
WAUCONDA, IL 60084  
PHONE 847.526.9600  
FAX 847.526.8809

**CLERK**  
GINGER IRWIN

**TRUSTEES**  
LINCOLN F. KNIGHT  
JOHN F. BARBINI ED.D.  
DOUG BUSTER  
LINDA STARKEY  
KEN ARNSWALD  
CHUCK BLACK

To: Mayor Knigge and Board of Trustees

From: David Geary-Village Administrator, Dir. of Public Works, Dir. of Building/Zoning  
Jackie Soccorso-Dir. of Environmental Quality and Public Works Supt. of Administration  
Alex Pryde-Public Works Superintendent of Operations  
Joe Schwarz-Fire Prevention Division Chief and Building Commissioner  
Zaida Torres-Director of Finance, Human Resources and Information Technology  
Chris Miller-Director of Planning and Zoning

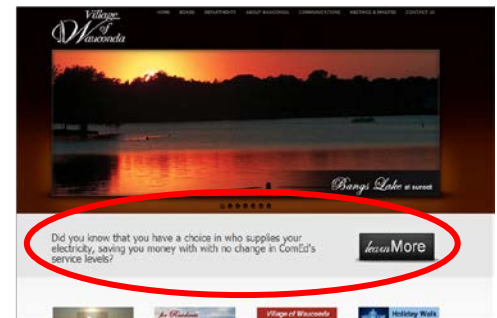
Date: November 30, 2011

**Administration, Public Works, Finance and Building and Zoning Departments  
Administrative Report for November 10<sup>th</sup> through November 30<sup>th</sup>, 2011**

## **Administration**

### **Electrical Savings Program**

A publicity campaign to inform Wauconda's small business owners and residents about the advantages of joining an 'opt-in' electrical savings program has begun. Information promoting both the Illinois Commerce Commission's webpage comparing electrical savings programs and the Metropolitan Mayor's Caucus Savings Program has been included on the homepage of the Village website, several e-news editions, and the Village Facebook page. Additional information will be shared in the near future through water bills, the Village marquee, program flyers and the December Village Voice newsletter.



### **Budget Presentation**

Finance Director Zaida Torres presented the second quarter fiscal review for the Board at the November 22<sup>nd</sup> Committee of the Whole meeting. Director Torres outlined the current and projected status of each fund to highlight areas that were over or under expectations. The next quarterly presentation will be scheduled for February. Most accounts are on track and no large financial obstacles are expected.

### **Staff Project list**

The current staff project list is attached to this report for the Board's review. The listed projects are larger non-day to day assignments that each Department is working on.

## **Public Works**

### **Snow Plow Rodeo Competition**

On November 16, 17<sup>th</sup> and 18<sup>th</sup>, the Public Works Department held its fifth annual 'Snow Plow Rodeo'. The Rodeo serves as 'refresher' training for plow driver and has also developed into a friendly competition among the staff members. During the rodeo, each driver with snow plow response requirements is tested on their pre-trip inspection knowledge, safety practices and their ability to maneuver the truck through the road course. The course includes stations that evaluate the driver's ability to:

precisely stop the truck, backup through a serpentine section of the course, proceed through a diminishing alley and 'clear streets' around parked cars. This year's winner was Water Division employee Bart Romero. Congratulations Bart.



### **Street Department Street Lighting**

A large scale street light outage throughout the industrial parks along Bonner Road was caused by two electrical ground faults in the area. The ground faults were due to the deterioration of the electrical lines underground. Street Division crews worked to locate the problems, excavate the lines and make the needed repairs. Street light service has been restored to the area.



### **Vector Activity**

During this period, approximately 6,000 feet of sanitary sewer lines were cleaned with the Vector truck. Vector crews also assisted the water reclamation staff for two days by cleaning the solids contact tank onsite.

### **Pothole Patching**

During this period, extensive pothole patching was performed throughout town. Repairs were generally focused along the Village's portion of Callahan Road. Public Works crews were able to borrow asphalt equipment from a neighboring municipality to add approximately 5 tons of asphalt to the roadways.



### **Holiday Decorations**

The holiday light pole banners, snowflake decorations and holiday string lights have been added along Main St. The snowflake and holiday string lights on the Village Hall property will be turned on for the first time during the

official lighting ceremony held during the Holiday Walk event on December 3<sup>rd</sup>.

### **Lift Station Maintenance**

During this period, generator maintenance was performed at all lift stations. While conducting the inspections and performing preventative maintenance, several malfunctioning components were discovered and replaced. At lift station #13 and #10 (Main Street and Garland Road) monitoring components of the SCADA system were replaced and at lift station #17 (Roxbury Lane) an electrical connection issue was addressed.

### **Water Division**

#### **Hydrant Repairs**

During this reporting period, a fire hydrant located in the industrial park at 1000 Brown Street was repaired by Water Division crews. During the recently completed leak detection survey, it was discovered that the bottom bolts on this hydrant had rusted away which was causing a slow water leak. To complete the repair, a water shutdown was required. After a shutdown of the water system, a boil order must be issued in the immediate surrounding area. When clear test results were returned, the order was lifted.

During the last round of fire hydrant testing, the hydrant located in front of 514 Bonner Road was found to be leaking. The gasket at the bottom of the hydrant extension had deteriorated and required replacement and the flange was tightened to make the hydrant watertight. Crews were able to put the hydrant back into service with no water shut down or subsequent boil order.

#### **Leak Detection Repairs**

A leak in the service line at 25380 Monroe was identified during the leak detection survey. Upon excavation of the line, crews discovered that there was a break at the connection from the service line to the water main. A water shutdown and boil order was implemented to make the needed repair. The boil order was later discontinued when good test results were received.

- JULIE locates: 90
- Daily check of water facility: 126
- Daily water supply operational tests conducted: 287
- Daily water distribution operation test conducted: 6
- Non-daily bacteriological samples collected: 9
- Repaired water meters: 2
- Installed water meters: 1
- Red Tags delivered: 116
- Final readings: 31
- Backflow 1<sup>st</sup> notice: 20
- Backflow 2<sup>nd</sup> notice: 23
- Backflow 3<sup>rd</sup> notice: 6

### **Water Reclamation Division**

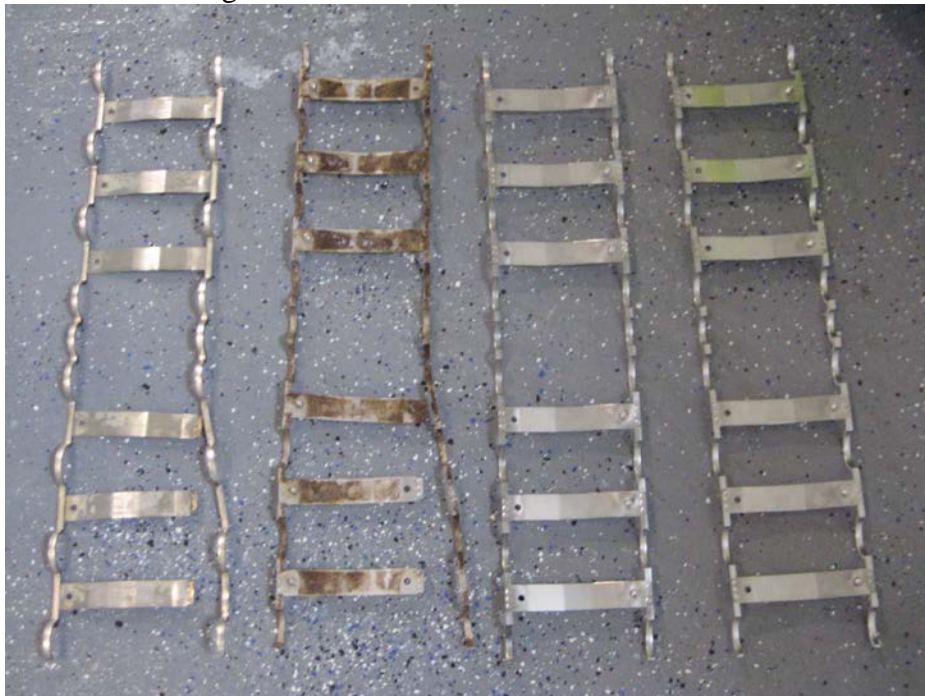
During this period, the following tasks were completed:

- On 11-10, staff replaced the faceplate on the hydrogen sulfide gas sensor in the pretreatment building.
- On 11-11, the monthly landfill inspection was completed.
- On 11-15 & 11-16, reclamation staff and the vector truck crew worked together to pump down and clean out the solids contact tanks.
- On 11-16, crews repaired the make up air unit in the pretreatment building.
- On 11-17, the air line on aeration portion of solids contact tank was repaired, and the belt on belt thickener was replaced. The belt is needed when thickening sludge in the facility. A



polymer is added to sludge to promote thickening and water drains through the belt.

- On 11-17, the carriage drive and seal chamber on a UV module was removed and repaired. The carriage drive periodically moves and cleans the UV bulbs and the seal chamber holds cleaning fluid in the carriage drive.



**Side by side comparison of worn and new carriage drive components**

## **Indicators for Water Reclamation (21 day reporting period)**

### **Final Flow**

Total pumpage for period: 26,627,000 gallons

Design flow of treatment: 1,900,000 gallons per day

Design maximum flow of Treatment works: 6,000,000 gallons per day

Average flow for reporting period: 1,268,000 gallons per day

High flow reporting period: 2,531,000 gallons

Low flow reporting period: 938,000 gallons

### **Performance Indicators for Water Produced**

Total pumpage for period: 15,197,000 gallons

Dependable capacity of water works @ 24 hrs/day: 3,470,070 gallons per day

Dependable capacity of water works @ 18 hrs/day: 2,548,470 gallons per day

Average daily pumpage for reporting period: 1,086,000 gallons per day

High day for reporting period: 1,416,000 gallons per day

Low flow for reporting period: 812,000 gallons per day



## **Environmental Quality Department**

### **Environmental Quality Goals**

Director Soccorso has been working with Trustee Black on the development of environmental goals related to Bangs Lake, lakeshore homeowner association communications, and strategies related to the report generated by the SWALCO 60% Recycling Task Force. The next meeting of the Environmental Committee is scheduled for Monday, December 12<sup>th</sup> at 4:00 P.M. in the Village Hall Board Room.

### **Open Burn Permitting**

Director Soccorso has engaged in consultation with the Illinois Department of Natural Resources (IDNR) on several proposed ecological burns during this reporting period. Consultation with IDNR is required before the Village can issue any open burning permits.



*Building, Planning and Zoning*

### **Building:**

#### **Site Inspections / Plan Reviews:**

- **Commercial:**

- Synergy update. Site work along with the footings and foundation walls are currently being installed. Interior alterations to existing facility have started.

- **Residential:**

- 1112 Monroe / New Furnace install and Chimney Alterations

- 405 E Lake Ave. Unit E / Residential Elevator Install
- 2836 Fieldbrook / Generator

- 1090 Erica Drive / Driveway
- 2672 Portage Ave. / Basement Build-out
- 218 S. Main Street / Interior alterations
- 2206 Bluewater Drive / Fence
- 2691 Prairie Drive / Patio
- 2411 Goldenrod Way / Fence
- 400-2 N Main Street / House Demolition
- 812 Sheridan Ave. / House Demolition
- 1023 Garland Rd / Kitchen alterations
- 408 Old Country Way/ Fence

### **Building Inspections:**

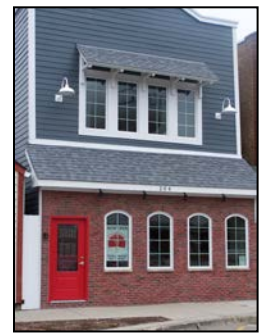
- 75 Building permit inspections
- 22 Residential Dwelling Inspections

### **Permit Desk:**

- 34 new building permits for total revenue of \$53,229 (includes 4 new single family homes at Liberty Lakes East)
- 12 new Real Estate Dwelling Inspection Applications for total revenue of \$900
- 4 FOIA requests with a total of 40 minutes preparation time
- Reviewed and processed escrow account billings
- Prepared forms and documents for Escrows and Zoning

### **Construction Update:**

- Demolition of Liberty Plaza nearing completion
- Strawberry Moon was given their Certification of Occupancy on November 21, 2011. The new martini bar is now open for business.



Strawberry Moon

### **Meetings:**

- 468 W. Liberty Street / On-site meeting with Keith Applehans to discuss potential expansion of exterior displays.
- Four meetings held to discuss sign permitting, zoning or potential new businesses.

### **Training:**

- Fence Permit Preparation and Approval with Inspectors

### **Planning & Zoning:**

#### **Wind & Solar Energy Ordinance**

Staff met with the Building & Zoning Committee to review the draft wind and solar energy ordinances recommended by the Plan Commission/Zoning Board of Appeals. The amended draft ordinance will be presented at the Committee-of-the-Whole meeting on December 13<sup>th</sup> for review and input.

#### **Administrative Streamlining Clarification of Procedures**

A draft "Escrow Account Policy" has been drafted which includes the Development Ordinance Amendments adopted on November 15<sup>th</sup>. Staff will now review the Zoning Application forms and make any needed updates.

### **Zoning Ordinance**

Staff prepared a draft 'Comprehensive Table of Permitted, Conditional and Temporary Uses' document which includes a list of uses for a potential new 'Business Retail' (RB) District along with various potential amendments to the use table as reviewed by the Plan Commission/ZBA.

### **Comprehensive Plan**

Work to update the Village's Comprehensive Plan continues. The comp plan update will include Design Guidelines which are now being developed. Staff continues to review potential areas for annexation and will initiate Boundary Agreement Meeting(s) with a community north of Wauconda. Review of the current agreement has begun in preparation for the 2013 renewal.

### **Legion Court**

Staff is working on reviewing the status of the request of the property owner on Legion Court to amend an existing annexation agreement and apply for appropriate Conditional Use Permit(s).

### **STAFF PROJECT LISTING**

Staff member	Prior-ity	Item
Bob Devery	1	Approval of 70 amendments to County Code (SMC)
	1	Mike's Towing - SMC complaint re: parking lot
	1	EPA Loan close-out for Well 10 - Final Change Orders
		Capital Projects -(Devery: Waterline replacement along Bonner Road: Lift Station #1 replacement: Lift Station #11 repair : Fire hydrant replacement project
	1	: Sanitary Sewer Force Main along Lake Shore Blvd.)
	2	Wauconda Task Group elevated leachate flow/NPL ordinance update
	2	Douglas Glen - review of proposed annexation agreement
		Liberty Arms Lift Station pump replacement and final acceptance (Bob to send letter to Perlman)
	2	Evaluation and recommendation re: water mixing
		Follow up/monitor IDOT Projects (176 and Brown St./176 and Rt. 12/12 and Bonner Rd.)
	3	Revision of Sewer Use Ordinance -Technical Review
	3	Provide master paving and crack sealing map
	Rudy Magna	1
1		EPA Loan close-out for Well 10-legal negotiations with Wauconda Task Group
1		Groundwater use ordinance for building at Slocum Lake and Main (Slyce)
1		Special Event ordinance formulation
2		Mike's Towing (WDO requirements)
2		Liquor license amendments
2		Administrative Court Ordinance
		Follow up with Lk Barrington re: endocrine disruptor testing every 3 vs every year
3		Legion Court - amendment to current annexation agreement
3		Garage Sale Ordinance modification

Jackie  
Soccorso

- 3 Lake Michigan Water-Governance
- 3 Wauconda Task Group elevated leachate flow/NPL ordinance update
- 3 Wauconda Health Care roadway purchase
- 3 Douglas Glenn Property - amend annexation agreement
- 3 Approval of 70 amendments to County Code (SMC)
  
- 1 Develop OSHA binder for use at inspections
- 1 Finalize Capital Equipment Replacement Plan
- 1 Pretreatment ordinance
- 1 Utility billing revisions to support ED/relocation
- 1 Siemens Energy Study RFP
- 1 Research and recommend alternative weed mgmt methods
- 1 Water meter change out plan/switch to monthly billing
- 1 continue EAB grant reports
- 2 EAB inspections and enforcement
- 1 Lake Napa Suwe LOC
- 1 Monitor employee contract as required for work release
- 2 Wauconda Task Group elevated leachate flow/NPL ordinance update
- 2 Complete Local Limits Study
- 2 Establish Well #10 annuity and payment plan with Wauconda Task Group
- 3 Landfill permit for south side (on hold)
- 3 Commercial Waste Hauling
- 3 Review Nicor Gas efficiency program
- 3 Complete survey and implement plan for narrowbanding mandate
- 3 Financial plan for Trickle Tower Replacement
- 3 Fluorescent light changeout plan/grant/budget development
- 3 Follow up on new radium regulations for land application of sewage sludge
- 3 Monroe/Sheridan stormwater pump station SOP
- 3 SLDD Board update
- 3 Operations improvements - from wind storm
- 3 Develop recommendations for improvements to the EQ webpage
- 3 Research and develop budget to expand 'welcome packet' for new businesses
- 3 Identify ordinances with higher requirements than neighboring communities
- 3 Review and make recommendations for water ordinance updates
- 3 Establish a policy prioritizing business requests within the community
- 3 Develop a cost comparison manual Village Community Sign vs. electronic
- 3 Determine costs for utilizing the Lake Co sign shop for additional signage
- 3 Develop plan to provide back up for water and sewer billing
- 3 Increase utilization of the work order system for Department communications
- 3 Conduct semi-annual meetings re: customer service
- 3 Finish sign inventory and replacement plan

Doug Larsson

- 1 Radio Room buildout-in progress
- 1 Liquor license ordinance revision by Feb 1
- 2 Administrative Court Ordinance  
Research Police Dept facility expansion (Discussion with COW in  
2 December)
- 2 Grant monitoring (Livescan, Squads, Narrow Band, Schools)
- 2 Conduct annual training audit for personnel
- 2 Commence CALEA accreditation process
- 3 Garage Sale Ordinance modification
- 3 Voluntary Physical Fitness Test (Innagural)
- 3 Development of Welcome packet information for Department
- 3 Conduct customer service training for employees
- 3 Create field monitoring system  
Make a recommendation re: community action teams/Neighborhood
- 3 Watch  
Conduct meeting with current 9-1-1 clients to ensure satisfaction
- 3 (monthly)

Zaida  
Torres

- 1 EPA Loan close-out for Well 10-Financial/Annuity Work
- 1 Conduct quarterly budget reviews - 3rd, 4th quarter
- 2 Time clock implementation  
Conduct semi-annual training regarding financial operations of the
- 2 Village
- 2 Recommend the Village's funding preference for Lake MI water project
- 2 Recommendation for the Village's professional liability insurance
- 2 Conduct analysis of adjusting water and sewer rate for businesses
- 2 Recommend enhancements for accepting online payments
- 3 Develop and implement a plan to centralize cash receipts for permitting
- 3 Recommend a plan for technology upgrades to the Village Board room
- 3 Review and update Village policies and procedures.  
Recommend funding options for future Water Reclamation
- 3 enhancements
- 3 Identify additional revenue generators that the Village could implement
- 3 Earn GFOA Certificate of Achievement for Financial Reporting.

Linda  
Krajniak

- 1 winter newsletter
- 1 Add video presentation to website (contract signed)
- 1 Develop branding standards for Village marketing
- 1 Produce marketing brochure for business development
- 1 Recommend improvements to the Economic Development webpage
- 1 Implement quarterly Industrial Alliance program
- 2 Establish promotional plan for the Village  
Identify key assets of the community to be included in promotional
- 2 materials

- 2 Develop written guidelines for use of the Village logo and slogan
- 2 Schedule two round table meetings-intergovernmental elected officials
- 2 Develop semi-annual business-focused electronic newsletters
- Development of Welcome packet information for Department (w PW, PD, EQ, BZ)
- 3 PD, EQ, BZ)
- 3 Draft a façade improvement grant program for Village businesses (w BZ)
- Produce a report re: economic development tools from eight
- 3 communities
- 3 Investigate broadcasting meetings over cable television
- Develop 4 design options and costs for gateway signs. Map locations (w BZ , PW)
- 3 BZ , PW)
- 3 Request a donation of funds towards the Village gateway signs
- Present designs, costs & locations for an electronic community sign to
- 3 Committee (w BZ, PW)
- 3 Identify locations for “informational signage” along Route 12 (w PW, BZ)
- Identify locations, budget and plan for temporary banners across Main
- 3 Street
- 3 Schedule no less than four round table with Mayor and business owners
- 3 Evaluate the establishment of a Village Business Registry (w BZ)
- Research continuing the Village’s involvement with Lake County
- 3 Partners
- Continue regular meetings with key staff to discuss current business
- 3 issues (all)

Alex Pryde

- 1 Emerald Ash Borer private trees-inspection/notification/enforcement
- 1 Oversee Capital Project work
- 2 complete sign inventory and replacement plan
- 2 Contact Lake County re: generators for emergency use
- 3 lake weed management alternatives
- 3 Overweight vehicle ordinance research
- 3 Operations improvements - from wind storm
- Review and make recommendations for water and sewer ordinance
- 3 updates
- 3 Implement plan to comply with FCC narrow banding requirements
- 3 Identify locations for “informational signage” along Route 12
- 3 Complete final acceptance of the Liberty Arms sanitary lift station
- 3 CMON program for WWTP
- 3 Arrange for crackfilling in Country Ridge
- 3 Get prices to clean water towers
- 3 Pumps for Lift Station 4 and 5 - spring 2012

Chris Miller/Joe Schwarz

- 1 Comp Plan update
- 1 Building and Zoning 'uses' section ordinance update
- 1 Wind/Solar Power Ordinance issues -resolution
- 1 Douglas Glenn Property - amend annexation agreement
- 1 Coordinate expansion of the fire hydrant flag program
- 1 Development of policy to charge time to escrow accounts.

- 1 Update zoning map for 2012
- 1 Legion Court - amendment to current annexation agreement
- 2 Develop plan to provide back up for the permitting process.
- 2 Review and add goals for annexation
- 2 Board adoption of Village Annexation Policy
- 3 Research Interventions facility on Anderson Road
- 3 Wauconda Health Care roadway vacation
- 3 Farmhill Circle Property research
- 3 Development of Architectural Review Committee  
Develop and implement a plan to centralize cash receipts for permitting
- 3 Formulate and recommend a potential incentives plan.  
Study comparing our permit fee structure to others - make recommendations
- 3 Evaluate TIF and Business Districts to enhance economic development
- 3 Triangle area-Photos, alternate land planning, and street and transport modes.
- 3 Main Street area-Photos, alternate land planning.  
South Route 12 - review land uses, alternate land planning, & street and intersections
- 3 Enhance or develop guidelines for potential new residential "housing" and "lot" types
- 3 Enhance or develop guidelines for potential new zoning districts  
Potential new amendments to the Planned Unit Development (P.U.D.) provisions
- 3 Design guidelines for business development along Route 176 and Main Street/Downtown
- 3 Develop site layout design guidelines
- 3 Develop architectural design guidelines
- 3 Develop signage design guidelines
- 3 Develop landscaping design guidelines
- 3 Update property manager listing semi-annually
- 3 Review (and provide recommendations re:) Boundary agreement with Round Lake
- 3 Review (and provide recommendations re:) Boundary agreement with Tower Lakes

Admin

- 1 Finalize and recommend approval of Village-wide disaster response plan
- 1 Conduct at least one emergency preparedness exercise  
Written recommendations re: roles/responsibilities for standing
- 2 Village committees
- 2 Prepare written staff evaluations for all Village staff members.
- 2 Create and implement Administrator's evaluation tool  
Create a backup plan to use in the event that key staff members are unavailable
- 2 Recommend the Village's preference regarding the LMW governance structure

- 3 Conduct employee training re understanding of the importance of businesses
- 3 Publish and distribute VOW calendar
- 3 Make recommendation for needed phone upgrades